

Ordination Interview Packet Instructions

revised May, 1996 - UFMCC/GLAD/BOM

In preparing your Ordination Application Packet for the Board of Ordained Ministry:

1. The "Statement of Faith" and "Scenarios" should be typed and double-spaced.
2. All forms and evaluations should be printed legibly or typed.
3. ~~Four~~ ^{Questions} ~~Three~~ bound copies organized in the order below should be sent to the chair of the B.O.M. by February 1 of the year you are requesting ordination.
4. Illegible documents will not be considered part of the packet and could make the packet "incomplete."
5. "Incomplete packets" and/or packets not postmarked by February 1 could result in a delay of your ordination until the next cycle. (one year)

SECTION I: APPLICATION FORMS

- A. Application for Ordination.
- B. Code of Conduct.
- C. Certification of Background Check.
- D. Certification from Samaritan.
- E. Other Educational Documentation.
- F. Endorsement Forms from:
 1. Teaching Church
 2. Supervising Pastor
 3. Local Church (if different)
 4. Local Church (if different)

SECTION II: RESUME

- A. Secular *WORK HISTORY*
- B. ~~Religious~~ (include U.F.M.C.C. and other denominational experience)

SECTION III: STATEMENT OF FAITH

- A. What makes you a Christian?
- B. How do you define Christianity in your life?
- C. How would you present that definition of Christianity from the pulpit?
- D. How would you maintain authenticity to that definition without offending congregants that might not share the same ~~exact~~ perspective?

How do you maintain continuity between what you personally believe and publicly present, while allowing for the diversity of faith stances within the congregation.



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SECTION IV: SCENARIOS

Any three.

SECTION V: EVALUATION FORMS:

(NOTE: "Board of Directors' Evaluations and Endorsements" are intended to be from the Board Members ~~that~~ have experience working with the applicant. They are not necessarily still Board Members at the time of the evaluation. Likewise, all current Board Members might not have had enough experience to warrant an evaluation by them.

- A. Teaching Church Board of Directors.
- B. Supervising Pastor
- C. Local Church Board of Directors (if different)
- D. Local Pastor (if different)
- E. Former Supervising Pastor (if applicable)
- F. Former Pastor (if applicable)
- G. District Coordinator
- H. Former District Coordinator (if applicable)
- I. Self

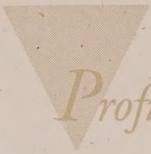
*"Equipping the people of God for works
of service. . ."*

SAMARITAN

Institute for Religious Studies

PROFICIENCY CERTIFICATION PROGRAM FOR ORDINATION IN UFMCC

The mission of Samaritan Institute for Religious Studies is to provide non-homophobic theological education for leadership into the 21st century. A major way that we fulfill our mission is to offer a theological curriculum that equips persons for professional ministry in the Universal Fellowship of Metropolitan Community Churches.



Proficiencies

Persons who are in the Formation stage of the UFMCC ordination process, and who choose to complete their theological education with Samaritan Institute for Religious Studies, are required to complete 10 proficiency areas:

Bible	Church Management
History of Christianity	Pastoral Care
Sexuality Studies	Christian Education
Worship	Ethics
Preaching	Theology



Curriculum

Samaritan has developed courses for each of these proficiency areas with the distinct purpose of educating persons for ministry within the gay, lesbian, transgendered and bisexual community. Many of the courses are available by correspondence and all of the courses are offered on a regular basis within the Districts of the UFMCC. The following courses satisfy the required proficiencies for Formation:

*Understanding the Bible, Part I**

A three-credit course which introduces the student to the text of the Old Testament and provides the student with a working knowledge of biblical history and culture. Areas of study include: biblical history and culture; the growth and transmission of the biblical text; the different types of literature found in the Old Testament and ways to read that literature; critical issues of biblical interpretation. Attention is also given to ideas and themes which emerge from a study of the Old Testament

and ways in which these themes can be applied to contemporary experience.

*Understanding the Bible, Part II**

A three-credit course which introduces the student to the text of the New Testament. Areas of study include: New Testament history and culture; the growth and transmission of the New Testament text; the different types of literature found in the New Testament and ways to read that literature; critical issues of biblical interpretation. Attention is also given to ideas and themes which emerge from a study of the Bible and ways in which these themes can be applied to contemporary experience.

*History of Christianity, Part I**

A three-credit course that presents the history of the Christian religion from the time of Jesus and the Early Church to the dawn of the Protestant Reformation. The stories and impact of women, racial minorities, gay men and lesbians will be interwoven into each main section of this history. Emphasis will also be given to the institutional growth of the Christian church, themes in Christian thought and theology, and the interaction of Christianity with culture.

*History of Christianity, Part II**

A three-credit course that presents the history of Christianity from the time of the Protestant Reformation to the present. The stories and impact of African-Americans, women, gay men, and lesbians will be interwoven into each main section of this history. This history will include the institutional growth of the Christian church, themes in Christian thought and theology, and the interaction of Christianity with culture. There will also be a focus on the ways in which Christianity has become a global religion with distinctive manifestations in parts of the world such as Asia, Latin America, and Eastern Europe.

Introduction to Human Sexuality

A three-credit course which focuses on common issues surrounding sexuality in the gay, lesbian, bisexual, and transgendered community. Examination of the sex negative, patriarchal traditions and their impact on lesbian and gay people is the foundation for students to be challenged to reach for more sex positive, life affirming approaches to human sexuality. The course includes basic physiology, diversity of lifestyles within the gay/lesbian community, a critique of the interlocking oppressions of sexism, heterosexism, and homophobia, sexual ethics and wholeness, as well as connections between sexuality and spirituality.

Worship

A two-credit course which provides a framework within which to discuss the rites and sacraments of the Christian Church and the practices of worship. The student will gain experience in designing services and preparing liturgies for various types of worship, rites, and sacraments. Lectures and discussion will focus on theologies of worship, inclusivity issues, and differences between mainline denominations and UFMCC.

Christian Ethics

A three-credit introductory course designed for students preparing for ministry in UFMCC to understand the sources, methods and issues in an academic study of ethics/moral theology. Particular attention is given to the application of theoretical ethical study to the lives of individual persons within the context of UFMCC congregations. The course will explore the differences between philosophical ethics and theological ethics, the sources that are used in ethical analysis and decision-making, the differences in traditional Christian theologies in ethical considerations, and the application of moral theology for clergy and congregants alike.

Theology

A three-credit course which introduces the student who is preparing for ministry in UFMCC to basic methods and issues in an academic study of theology. Students will be challenged to think critically about theology as a discipline, articulate theological concepts and apply them to lived experience, and locate themselves within the broader theological spectrum taking into account such particularities as gender, race, sexual orientation and class.

*Church Administration/Church Growth**

A three-credit course which provides an overview on how to plan, organize, motivate, and coordinate the resources of a local church to accomplish the mission of building up the body of Christ. Areas of study include: models of church growth; models of pastoral leadership; developing a mission statement and church ministries plan; developing written church policies and procedures; financial leadership, beginning and ending a pastorate; clergy contract negotiations; conflict management.

*Christian Education**

A two-credit course which introduces the student to various aspects of designing, implementation, and teaching a Christian Education program in an MCC context. Students will be exposed to learning and teaching theories, experiences and options. Attention will be given to the awareness that Christian Education is much more than just Bible Study. Students will have hands-on experience in planning, teaching, and evaluating.

*Introduction to Pastoral Care**

A three-credit course which provides students with a conceptual framework for the provision of pastoral care in a local church setting. Stu-

dents will gain an understanding of the role of pastor in providing pastoral care, the basic skills necessary to provide individual pastoral care, and models for training lay volunteers for pastoral care ministries. Attention will be given to special pastoral issues common in Metropolitan Community Churches.

Preaching

A two-credit course which is an introductory class designed to prepare the student to understand the purpose, preparation, and practice of preaching in the particular context of UFMCC congregations. Emphasis is given to personal spiritual and experiential awareness and contribution to the sermon; to the connections among the biblical text, the preacher, and the congregation; and to the joining of the elements of biblical exegesis, personal experience, the arts, and the delivery of the sermon.

**Indicates courses are available by correspondence.*

NOTE: Course work completed at other academic institutions may be transferrable. To apply for academic transfer of credit, contact the administrative offices of Samaritan for the appropriate forms.

Nondiscrimination statement

Samaritan Institute for Religious Studies decrees that all people shall have equality of access and opportunity which is free from discrimination on grounds of gender, sexual orientation, race, age, physical challenge, HIV status, health status, gender identification, nationality, or economic status in terms of employment and service delivery.

To complete your theological education for formation through proficiencies . . .

1. Copy your Formation Application to Samaritan. (Formation applications may be obtained from the district Board of Ordained Ministry or the Director of Clergy Development. Persons pursuing the Master of Divinity degree do not copy Formation Applications to Samaritan.)
2. Enroll in the Proficiency Certification Program. (A form will be sent to you by Samaritan once we receive your Formation Application.)
3. Successfully complete (grade of C or better) the proficiency curriculum described above.
4. Upon completion of Samaritan's proficiency curriculum, the Formation student will be issued a Certificate of Proficiency which must be appended to the application for Candidacy in a Teaching Church (the next stage in the UFMCC ordination process). This certification is valid for a period of five years.

Approval status

The Proficiency Certification Program of Samaritan Institute for Religious Studies has been approved by the Universal Fellowship of Metropolitan Churches as meeting the proficiency requirements for Ordination to professional ministry.



Who to contact

For more information on the Proficiency Certification Program, or other programs and curriculum available from Samaritan Institute for Religious Studies, contact:

SAMARITAN

Institute for Religious Studies

P.O. Box 688

Lewisville, TX 75067

Phone: 214/221-7749

Fax: 214/221-7345

e-mail: SamInst@aol.com

G.L.A.D. ORDINATION APPEAL PROCESS

WHAT: THE APPEAL PROCESS BEGINS ONCE THE BOARD OF ORDAINED MINISTERS (BOM) DELIVERS A DENIAL OR A CONDITIONAL APPROVAL.

WHO: THE CANDIDATE, THE FULL BOM AND OTHER PERSONS (IF PRE-APPROVED BY THE BOM)

WHEN: THE CANDIDATE HAS 24 HOURS OR 8 HOURS BEFORE THE PRE-SCHEDULED APPEAL DATE (IF INTERVIEWS ARE DONE AT DISTRICT CONFERENCE) WHICH EVER TIME COMES FIRST, TO IN WRITING REQUEST AN APPEAL (see form).

WHEN A CANDIDATE LEAVES THE INITIAL INTERVIEW THEY WILL KNOW IF THEY HAVE BEEN 1. APPROVED 2. CONDITIONALLY APPROVED 3. DENIED.

IF THE RESULT IS 2 OR 3 ABOVE THE CANDIDATE WILL BE GIVEN, AT THAT TIME SPECIFIC REASONS WHY THE OPTION WAS GIVEN, A COPY OF THE APPEAL PROCESS AND AN APPEAL FORM. THEY THEN HAVE THE OPTION TO EITHER ACCEPT THAT DECISION OR APPEAL IT.

IF THE CANDIDATE CHOOSES TO APPEAL, THEY HAVE UNTIL THEIR SCHEDULED HEARING TIME (assigned by chairperson) TO PREPARE THEIR CASE. ~~THIS INCLUDES PULLING TOGETHER DOCUMENTS AND PEOPLE (if approved in advance by the BOM) TO PRESENT THEIR VIEWPOINT TO THE ENTIRE BOARD.~~

THE CANDIDATE WILL ONLY BE ALLOWED TO PRESENT INFORMATION THAT PERTAINS TO THE REASON FOR THEIR DENIAL. NO OTHER INFORMATION WILL BE ALLOWED UNLESS PRE-APPROVED BY THE BOM CHAIR.

IF THE PRESCHEDULED TIME IS DURING DISTRICT CONFERENCE THE BOM CAN RE-SCHEDULE THE APPEAL FOR A LATER DATE, IF TIME IS NEEDED TO GATHER MORE INFORMATION.

THE CANDIDATE CAN ALSO REQUEST ADDITIONAL TIME (with reason) TO PREPARE THEIR CASE. THE BOM CAN EITHER DENY THE REQUEST OR ACCEPT IT. IF THE REQUEST IS DENIED THE CANDIDATE MUST PRESENT THEIR CASE. THE ACCEPTANCE OF RESCHEDULING MUST BE AGREED UPON BY 5 OF THE 7 MEMBERS. THE NEW DATE WILL BE SET AT THE LEISURE OF THE BOM.

THE ACTUAL PROCESS WILL BE:

- 1) THE CHAIR WILL STATE THE REASON FOR DENIAL ~~OR CONDITIONAL APPROVAL~~ TO THE CANDIDATE. ~~SHE~~ WILL CLARIFY ANY MISUNDERSTANDINGS BETWEEN THE CANDIDATES ~~PERCEPTION~~ (see appeal form) AND THE ACTUAL REASON.
- 2) THE CANDIDATE WILL THEN BE ALLOWED TO STATE WHY ~~THEY ARE~~ ^{she is} APPEALING THE DECISION,
- 3) THE QUESTION AND ANSWER PERIOD BEGINS. ONLY TWO QUESTIONS CAN BE ASKED DIRECTLY TO THE PERSON(S) WHO ACTUALLY DENIED. ALL OTHER REQUESTS WILL BE DIRECTED TO THE FULL BOM.
^{PERSONS}
ANY ADDITIONAL ~~PEOPLE~~ BROUGHT INTO THE PROCESS WILL ONLY BE ALLOWED TO ANSWER QUESTIONS OR CLARIFY INFORMATION. THEY WILL NOT BE ALLOWED TO ASK ANY QUESTIONS. THEY WILL ALSO ONLY BE ALLOWED IN THE ROOM DURING THEIR PARTICULAR PERIOD, NOT FOR THE WHOLE PROCESS.
- 4) AFTER A PERIOD OF ^{no more than} 30 minutes THE DISCUSSION PROCESS WILL CEASE AND THE CANDIDATE WILL BE EXCUSED. THE FULL BOM WILL DECIDE TO EITHER REPEAL THE DENIAL OR CONFIRM IT (a simply majority is required for repeal).
- 5) THE CANDIDATE WILL BE CALLED BACK IN AND TOLD THE BOARD'S ^{ORDAINED MINISTERS} DECISION. THIS DECISION BECOMES FINAL AND NO OTHER APPEAL IS ALLOWED.

**** FAILURE TO COMPLY TO THE TIME DEADLINE OR ANY OF THE ABOVE PROCEDURES COULD RESULT IN AUTOMATIC ACCEPTANCE OF THE ORGINALLY DECISION.

THE BOARD OF ORDAINED MINISTERS RESERVE THE RIGHT TO CHANGE OR MODIFY THIS PROCESS.

ORDINATION APPEAL FORM

NAME:

PHONE:

CHURCH:

SUPERVISING PASTOR:

1) What is your perception of why you were denied ~~or conditionally approved for~~ ordination?

2) Why are you appealing this decision?

3) ~~What documentation or people do you plan to present to support your appeal?~~

I understand that by requesting this hearing I will be given the opportunity to present myself to the entire Board¹³⁰⁴ for consideration. I will only be allowed to present documentation that pertains to the reason for denial. ~~No new issues will be allowed to be presented into this process.~~

If I bring other people into this process, they will only be allowed to answer questions or present information. By my bringing them into the process I am relinquishing the confidentiality clause that this Board has with me.

Signed:

Date:

1. Lateness of mail.

2. Getting written documentation from district.
Form we generate for them to sign.

3. Background check

Police Rept.

Credit check

4. M.Div. ^{add'l educ} other requirements not in Gen. Conf
minutes.

5. Transfer M.Div.'s asking for equivalencies from
BOM - others from Samaritan
Not M.Div. transfers ^{should} have more flexibility
go into formation - egiv, go thru Samaritan.
Enough equivalencies → BOM. Respect previous
ordination.

Recovery issues from previous denomination, grief
issues - anger etc. Possibly retreat ??

*****REVISED*****BOM SCHEDULE FOR MAY 14-17, 1996

Tuesday, May 14

10:00a.m.-12:00p.m. Christine meets with Barry and Cindy

12:00p.m.-1:30p.m. Lunch

1:30p.m.-5:00p.m. BOM meets

Wednesday, May 15 TEAM A: Rev Wayne Lindsey, Chair

10:30am-12:00pm Rev. Helene Loper Wayne
Barry
Marge

12:00pm-2:00p.m. LUNCH

2:00pm-3:30pm Rev John Hankins Wayne
Mick
Bob

TEAM B: Rev. Christine Oscar

9:00am-10:30am Rev. Chip Carson Chrisitne
Bob
Cindy

10:30am-12:30pm Mel Bailey Christine
Bob
Cindy

12:30pm-2:00pm LUNCH

2:00pm-3:30pm Rev. Marianne McPherson Christine
Marge
Barry

3:30-pm-5:00pm Rev. Victoria Michison Chrisitne
Barry
Mick

5:00-6:00 BOM MEETS

Thursday, May 16, 1996

TEAM A: Rev. Wayne Lindsey

9:00am-10:30am	Rev. Eimily Bel	Marge Mick Cindy
10:30am-12:30pm	Susan Tedder	Wayne Mick Barry
12:30pm-2:00pm	LUNCH	
2:00pm-3:30	Rev. Patricia Voelker	Wayne Barry Mick

TEAM B: Rev. Chrisitne Oscar

9:00am-11:00am	Dee Crumm	Christine Bob Barry
11:00am- 12:30	Rev. Glenna Shepherd	Christine Bob Cindy
12:30-2:00pm	LUNCH	
2:00pm-3:30pm	Rev. Polly Ireland	Christine Cindy Bob
3:45-5:00	BOM MEETS	

Friday, May 17, 1996

9:00-1:00	BOM MEETS TO HEAR APPEALS
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MCCNY

The Reverend Pat Bumgardner
Pastor

4 January 1996

Dear District Coordinators:

Enclosed please find a new Disposition Summary form to be used with ordination interviews to record actions of the BOM. Please forward this form to your BOM Chair and instruct her/him to use this form for all forthcoming ordination interviews.

Thank you for your help.

Sincerely,



The Rev. Pat Bumgardner, Chair
Clergy Credentials and Concerns Committee

RPB/mws

cc: Ms. Nancy Fackrell, Interim Administrative Assistant C.C.C.C.
The Rev. Judy Dahl, G. O.

Ordination Interview Packet Instructions

revised May, 1996 - UFMCC/GLAD/BOM

In preparing your Ordination Application Packet for the Board of Ordained Ministry:

1. The "Statement of Faith", "Questions" and "Scenarios" should be typed and double-spaced.
2. All forms and evaluations should be printed legibly or typed.
3. Four bound copies organized in the order below should be sent to the chair of the B.O.M. by February 1 of the year you are requesting ordination. (Attach one photograph to each copy.)
4. Illegible documents will not be considered part of the packet and could make the packet "incomplete."
5. "Incomplete packets" and/or packets not postmarked by February 1 could result in a delay of your ordination until the next cycle. (one year)

SECTION I: APPLICATION FORMS

- A. Application for Ordination including photograph.
- B. Code of Conduct.
- C. Certification of Background Check.
- D. Certification from Samaritan.
- E. Other Educational Documentation.
- F. Endorsement Forms from:
 1. Teaching Church
 2. Supervising Pastor
 3. Local Church (if different)
 4. Local Pastor (if different)

SECTION II: RESUME(S)

Including:

- A. Work history
- B. U.F.M.C.C. and other denominational experience

SECTION III: STATEMENT OF FAITH

- A. What makes you a Christian?
- B. How do you define Christianity in your life?
- C. How would you present that definition of Christianity from the pulpit?
- D. How do you maintain continuity in what you personally believe and publicly present while allowing for the diversity of faith stances within your congregation?

SECTION IV: QUESTIONS

All four.

SECTION V: SCENARIOS

Any three.

SECTION VI: EVALUATION FORMS:

(NOTE: "Board of Directors' Evaluation Forms and Endorsement Forms" should be included from ALL Board Members experience working with the applicant during her/his candidacy process.)

- A. Teaching Church Board of Directors.
- B. Supervising Pastor
- C. Local Church Board of Directors (if different)
- D. Local Pastor (if different)
- E. Former Supervising Pastor (if applicable)
- F. Former Pastor (if applicable)
- G. District Coordinator
- H. Former District Coordinator (if applicable)
- I. Self
- J. Former Board Member

The UFMCC Credentialling Process

(Approved July 1995 -- Amended March 1996)

Preface

In 1987, General Conference XII completely restructured the credentialling process for the denomination. That new system brought us a greater sense of order, structure, and objectivity. We owe a great debt of gratitude to those faithful leaders who developed and implemented that structure. The time has come for us to review our present system and modify it for the future. The new credentialling process should be shaped in such a way that it anticipates the growth and development of the denomination for the next century. There have been a number of developments that shaped this proposal, and prompted the Clergy Credentials and Concerns Committee to put it forward at this time.

1. This new system is meant to compliment and support the restructuring work of the General Council and the Elder's Task Force on Structures and Systems. It is obvious that we must move toward strengthening the role of the Districts in empowering the ministry of the local church.
2. Over the past five years our current system has evolved and become so cumbersome that it is interfering with our recruiting and training competent clergy.
3. Although we have never adopted a "Theology of Ministry", it is our desire that the credentialling process better reflect the Fellowship's consensus that:
 - * All people are ministers of God.
 - * Pastors are uniquely called and trained to equip the people of God for ministry.
 - * Ordination is the rite by which we consecrate and designate those called and qualified to life-time ministry as a pastor.
4. The final factor necessitating this change is the dramatic increase of law suits against churches and clergy in our society. Although we have always sought to insure the highest caliber of clergy, we now have new legal obligations for hiring and supervising those we designate as pastors.

Currently the UFMCC is the only denomination we have been able to identify in which the denominational office assumes the total authority and responsibility for issuing credentials. In every other denomination we examined, credentials are issued by a diocese, district, synod, local church, or regional conference. These bodies are closer to the local situation in most cases and have a greater opportunity to know the candidate and insure proper training and supervision. The reality is that currently the District Clergy Review Committee is the body who actually makes the decision. The C.C.C.C. has generally rubber-stamped that decision without any examination of it. That act of rubber-stamping, however, has the possibility of creating a liability that could endanger the entire Fellowship. This new process simply gives the Districts the authority to support the responsibility they have had all along.

Glossary of Terms in the Credentialling Process

In the credentialling process you will encounter terms that may be new to you. They are explained in greater detail in the document, but the following glossary of new terms might help:

Board of Ordained Ministry (B.O.M.): In each District this is the group who conducts interviews and issues credentials. The Chairs of each B.O.M. will constitute the Steering Committee.

Director of Clergy Development: The Director will chair the Steering Committee and will be a full-time employee of the Fellowship. Her/his chief purpose is to facilitate the development of the most fully functional clergy possible. S/he will assist churches and District Coordinators in their search for pastors, assist transfer clergy to make the transition to UFMCC, and work with each Board of Ordained Ministry to develop programs for training and recruiting clergy for their District. S/he will provide ongoing support, resources, and educational opportunities for current clergy.

Formation: The initial period during which one examines her/his call and completes her/his education.

Candidacy: Following Formation, the Candidacy period is an internship during which a candidate completes the experiential training with a Supervising Clergy and a Teaching Church.

Ordination: In the UFMCC ordination is the rite by which we consecrate persons to a lifetime of pastoral ministry.

License: In this process a person is ordained after s/he has been trained and approved. S/he is not granted a license to practice until s/he is called to a ministry. This is a License to Practice.

Teaching Church: Each District will determine the standards for churches that are approved to train future clergy. These church will need to have the resources to provide adequate training, supervision, and screening of Candidates.

Supervising Clergy: Each District will also establish standards for clergy who supervise Candidates. Supervising Clergy should have a strong education, a good performance record, and be willing to commit the time required.

Pastor: In the UFMCC the term pastor refers to a duly ordained clergyperson who has been licensed to practice and who serves as a senior or solo pastor in a local UFMCC congregation.

Advisor: A clergyperson who is the student's spiritual and vocational advisor. This will usually be her/his pastor.

Active, Authorized, Accountable Ministry: Active ministry requires that the person be able to document at least fifteen hours per week spent in pastoral ministry. Such a ministry must be authorized by and accountable to a Board of Directors, District Committee, or the Board of Elders.

The Credentialling Institutions

In addition to the teaching church and supervising clergy, there are two agencies responsible for the credentialling process:

The Board of Ordained Ministry:

The Board of Ordained Ministry (replacing the Clergy Credentials and Concerns Committee and the District Clergy Review Committee) issues credentials. In each District the B.O.M. is comprised of a Chair and Vice-Chair, who are pastors appointed by the District Committee, and at least five members who are appointed or elected in each District (or region, if a District is too small). Minimum educational standards for ordination are established by the Steering Committee and approved by the General Council. Each District must determine procedures for background checks, interviews and appeals.

The chairs of each District B.O.M. will meet at least every biennium as the Steering Committee to review Fellowship-wide standards and policy. This review would include issuing guidelines for basic standards and procedures for the District judiciary process. The Steering Committee will be chaired by the Director of Clergy Development.

For the purpose of clergy credentialling the Ministry of Global Outreach will function as an independent District, and may constitute their own B.O.M. as needed. Their standards and procedures must also be approved by the Steering Committee of the B.O.M. It may be that the Teaching Church and Supervising Clergy may be located outside the Ministry of Global Outreach Area.

Samaritan Institute:

For most Districts Samaritan is responsible for *certifying* the completion of educational requirements of those seeking to become Candidates, who do not have a secondary theological degree. This certification is valid for a period of five years. A copy of the initial application to enter the formation process is sent to Samaritan who monitors the student's progress and evaluates their fulfillment of proficiencies. When the student has completed their education, Samaritan shall issue a certificate to accompany the student's application for candidacy.

Samaritan will offer courses that satisfy the proficiencies, but the courses might also be taken, without prejudice, at other institutions. An Equivalency Committee, usually chosen by Samaritan, will evaluate courses taken at other schools and determine if they are acceptable. Appeals of their decision may be made to the Director of Clergy Development.

Flow Chart for Credentialling

- I. Call:
 1. Endorsement of their local church and local pastor. Where there is no local pastor, another endorsement may be sought.
- II. Formation (Education):
 2. Initial Application for Formation to the B.O.M., copy to Samaritan (or the Administrator of Global Outreach). This should include the endorsement of local church and pastor/advisor.
 3. Satisfy educational proficiencies.
 4. There should be at least monthly contact with pastor/advisor.

IV. Candidacy (Experience):

5. The Application for Candidacy normally will include:
 - * certification from Samaritan that educational proficiencies have been satisfied (or seminary transcripts),
 - * an endorsement of the local church and pastor/advisor,
 - * and an approved application from a Teaching Church. Once this has been filed with the B.O.M., the period of Candidacy has begun.
6. Complete at least a one year internship with a Teaching Church and under a Supervising Clergy.
7. Satisfy "Polity and Practices". (Those with masters degrees may also need to take courses specified by their Districts)
8. Submit an application for Ordination to the B.O.M. (This includes the endorsement of Teaching Church and Supervising Clergy with documentation that necessary screening has been done.)

IV. Interview:

9. Three members of the B.O.M. will interview the candidate. Appeals may be made to the full B.O.M.

V. Credentialling:

10. The Rite of Ordination will be done at the local church, teaching church, or District Conference and affirmed at General Conference.
11. Upon receiving proof of an official call the B.O.M. will issue a License to Practice.
12. This License to Practice will be renewed each year by submitting the Annual Status Form.

The Credentialling Process

There are three basic requirements for a person to become a UFMCC Clergyperson:

1. Called by God:

Every baptized Christian is gifted by the Spirit and called by God to use those gifts for ministry. *"The Spirit has called women and men of faith to be apostles, prophets, evangelists, pastors and teachers, to equip the people of God for works of service, so the body of Christ may be built up until we all become mature, attaining to the whole measure of the fullness of Christ."* (Eph. 4:11-13)

To this glorious end the Church has historically ordered its ministries. The ordained ministry is entered by those who feel called by God to a lifetime of service to the Laity, and whose call has been affirmed by the larger body. For nearly 2000 years such persons have been consecrated to this work through the laying on of hands in the rite of ordination.

The UFMCC celebrates the ministry of the whole people of God. We continue, in the historical tradition, to acknowledge our ordained members as being charged with having a primary concern for the empowering and equipping of the Laity for its work of ministry in the world. We recognize that God uses all ministries, both lay and ordered, to provide a continuity to the Church's witness, to be sources of theological development, and to be vehicles through which the Word of God is transmitted and embodied in the world.

Through ordination we consecrate persons for ordered ministry, conferring upon them the obligation to fulfill particular duties determined by the denomination. Ordained pastoral ministry may include: Pastors, Staff Clergy, Evangelists, Chaplains, Pastoral Therapists, District Coordinators, Elders, and in some cases, clergy directing educational or service ministries.

Each person's call is a unique and personal experience, however, it must be confirmed by the witness of the Church. This confirmation process is begun by obtaining the endorsement of a local UFMCC congregation and of a UFMCC clergyperson who will serve as an advisor and spiritual director during the formation process. This endorsement is a statement that they know the candidate well enough to be willing to bear witness to the larger body that s/he is mentally, spiritually, and emotionally healthy and mature enough to proceed towards ordination.

begin the formation process, the individual must complete the Application for Formation and obtain the signatures of his/her sponsors. Filing this single form satisfies the paperwork for the first requirement.

2. Formation (Education):

Formation begins when a person responds to their sense that God is calling them to ordained ministry. During this time the person completes all educational proficiencies, including those unique to their District. In addition, the student enters a relationship with a UFMCC clergyperson who will serve as an advisor and spiritual director on issues including discernment of call, vocation, spiritual gifts, prayer, spiritual development, pastoral identity, pastoral authority, as well as progress in satisfying the proficiencies.

Equipping a person to fulfill their call is the purpose of the formation process. It is a period of continued discernment, decision-making, testing, and affirmation of call by the community of faith. In addition to being a calling, ordained ministry is a profession. As a professional, congregations reasonably expect their pastors to be adequately trained. A bachelors degree (USA) or its equivalent is the basic education required during formation. The individual must have adequate course work to demonstrate proficiency in the following areas:

Bible	History of Christianity
Worship	Church Management
Preaching	Pastoral Care
Ethics	Sexuality Studies
Theology	Christian Education

* Ethics and Theology are not required of those who were approved student clergy prior to General Conference, 1995.

Credentialed Transfer Clergy without a Masters of Divinity Degree (USA) or its equivalent, with 3 or more years of documentable pastoral experience, may petition their Board of Ordained Ministry for equivalency in all proficiency areas. Boards of Ordained Ministry in countries outside the US are charged with the added responsibility of interpreting and implementing the educational requirements for Formation outlined in this document, according to prevailing cultural standards for the education of professional and credentialed clergy. Qualifications are set on a country by country basis and approved by the Steering Committee of the Board of Ordained Ministry. These country by country interpretations are to appear as attachments to the credentialling document.

When the individual has concluded this process, both the advisor and the person's local church must certify that they have had contact at least monthly with the student and are willing to endorse them as a prepared Candidate. If Formation is done in a teaching church, it is possible for the last year of formation to run concurrently with the time of candidacy. When all the academic requirements have been met, Samaritan will issue a Certificate of Proficiency. The individual must normally submit a copy of this certificate when s/he applies to the B.O.M. for candidacy status. Filing the application with the certificate satisfies this second requirement when the individual is prepared to begin the candidacy period.

Individuals who have earned a Masters of Divinity degree (USA) or its equivalent from an accredited theological institution, and have spent that period of time testing their call to ordained ministry, will be considered to have completed the formation period. The B.O.M. in each District may decide that other courses, such as sexuality studies, or "Our Story Too", are required. Transcripts must be submitted in the place of, or in addition to, a Certificate of Proficiency.

3. Candidacy (Experience):

The student becomes a Candidate by filing an Application with the B.O.M., which would normally include certification from Samaritan that all proficiencies are complete, the endorsement of their local church and pastor/advisor, and proof of acceptance into a Teaching Church program. Candidacy should last from one to three years during which time the person completes an internship with a *Teaching Church* under the guidance of a certified *Supervising Clergy*. Each District will develop its own standards for "supervising clergy" and "teaching churches", ensuring that the candidate has the full range of experiences needed to prepare her/him for pastoring in UFMCC. When preparation is complete the candidate will file an application for ordination. This application must include:

- * a strong endorsement from the teaching church and supervising clergy certifying that the person is a suitable candidate for ordination.
- * documentation that the necessary reference checks have been done,
- * verification of ongoing supervision and,
- * signature of the District Coordinator/Administrator of Global Outreach (optional).

One part of the practical and experiential preparation for ordination shall be fulfilled by the candidate taking UFMCC Polity/Practices. This course shall be offered by Samaritan in a two week residential program (though it may be adapted for Districts outside of the U.S.). Beyond the basic information about UFMCC organization and government, this course will orient those who are preparing for ordination to the unique ministry of this Fellowship.

The candidate shall submit documentation to the B.O.M. to demonstrate that his/her experience is adequate. The B.O.M. may develop guidelines within which the supervisor and the candidate can plan, conduct, and preliminarily evaluate the pastoral experience. The application for ordination contains a third and final endorsement from the candidate's supervisor and the Board of Directors of their Teaching Church (or the body they appoint). This endorsement is a statement by them that the Candidate is ready to pastor a church. These endorsements should be made with great care since it is incumbent upon those who know the candidate best to certify whether or not they are prepared to pastor. The endorsing persons have an obligation to the Fellowship to exercise this responsibility with the greatest of care. The Teaching Church must provide documentation of police and reference checks before issuing their endorsements. The cost may be borne by the individual or the Teaching Church.

Candidates will be seated at District and General Conference as "official observers", with voice, but not vote.

Interview: Having met these three requirements, the Candidate may apply to the Board of Ordained Ministry in their District for ordination. The Candidate will submit an application at least ninety days before the B.O.M. meets. An interview team of three members of the B.O.M. will review the application and interview the candidate to determine that s/he is prepared to pastor. They will consider not only academic and educational preparation, but also such factors as maturity and spiritual, emotional, and mental health. The interview team must balance their concern for the candidate and their responsibility to the larger church. All members of the interview team must vote affirmatively if the person is to be ordained. Negative votes may be appealed to the entire B.O.M. A simple majority is required to overturn a negative vote. If the candidate is approved, they may be ordained or have their previous ordination affirmed. The actual service may take place in a District Conference, Teaching Church or in a person's home church. An affirmation and celebration of ordination may take place at General Conference.

License to Practice: After a person is ordained s/he may not exercise that credential within the UFMCC until they receive a "License to Practice" from the B.O.M. The License to Practice shall be issued immediately when the B.O.M. receives documentation that the candidate has been called to serve in an authorized, accountable ministry. The license is transferable across district boundaries for clergy moving from an AAA ministry in one district to an AAA ministry in another district. This license transfer is valid in the new district until the next regularly scheduled BOM meeting. Only clergy with active licenses and those who are retired are allowed to vote District and General Conferences.

The license must be renewed annually by filing the Status Form with the B.O.M. Failure to be in an active, authorized and accountable ministry will result in the clergyperson being moved to inactive status. If, after one year s/he remains inactive, it shall be considered a *de facto* resignation of all UFMCC credentials. Exceptions will of course be made for health or other significant extenuating circumstances.

A leave of absence should be requested for planned absences from active ministry, or if it appears that finding a new position might take longer than one year. A leave of absence will be routinely granted by the Director of Clergy Development and can be ended at any time that the clergy receives a call to active pastoral ministry. Any leave of absence that goes beyond two years must receive the approval of the B.O.M.

The annual Status Form shall also include a continuing endorsement of the authorizing body. If a clergyperson does not receive the endorsement of the authorizing bodies (Board of Directors, Board of Elders, District Committee), s/he must meet with a sub-committee of the B.O.M. The sub-committee can take any of the following courses of action by majority vote:

1. Vote to continue the person's license for another year.
2. Vote to continue the person's license for another year with some contingency, such as additional education, or therapy.
3. Vote to terminate the person's license to practice.
4. Vote to bring charges for dereliction of duty, disloyalty, or unbecoming conduct.

Any of these actions may be appealed to the entire Board of Ordained Ministry. The authorizing body which chose to withhold their endorsement may also appeal to the entire Board of Ordained Ministry, should the sub-committee of the B.O.M. continue the clergyperson over their objections. The B.O.M. may interview any ordained clergy within the District as needed.

Transition for Current In-Care Registrants:

Persons registered in-care prior to General Conference 1995 may fulfill previous academic standards to achieve certification of proficiency and eligibility for credentialling. Following the completion of academic requirements, such persons shall apply to enter the period of Candidacy and fulfill the current experiential requirements provided in the Teaching Church context.

Credentialling for Currently Official Student Clergy:

Persons who are currently official Student Clergy (have been approved by the board of directors of a local church and have been certified by Samaritan as having completed all proficiencies) will enter the Candidacy process between steps five and eight as outlined above. Official Student Clergy who are currently working with a Supervising Clergy may continue with that supervisor until June 1, 1997. Student Clergy who do not currently have a supervisor, should consult with their District Coordinator/Administrator of Global Outreach for a list of likely Teaching Churches and make arrangements to begin candidacy training with one of them. Those who are official student clergy prior to General Conference 1995 may complete their candidacy in their present church and not a Teaching Church. For those persons, their local churches must insure the completion of their background checks. Ethics and Theology are not required of those who were approved student clergy prior to General Conference 1995.

Credentialling for Currently Licensed and Ordained Clergy:

Persons who are currently licensed by the UFMCC are considered to be eligible for ordination. All currently licensed clergy shall be interviewed for ordination at the next meeting of their district's B.O.M. The 1995 status forms for all clergy will not be due until February 1, 1996. For this first year, the Director of Clergy Development will review these forms and issue a License to Practice if the person is in an active, authorized, and accountable ministry.

Credentialling for Candidates with a Masters Degree:

Persons with a masters degree (USA) or its equivalent from an accredited theological institution may proceed directly into the candidacy period. The District B.O.M. may require that some additional proficiencies be met. At the end of the candidacy period, the Candidate may choose to have a previous ordination affirmed, or to be ordained anew.

Credentialling for Transfer Clergy without Masters of Divinity Degree:

Persons who do not have a master degree (USA) or its equivalent from an accredited theological institution, enter the process at the formation period. It is possible to complete formation courses in conjunction with the year of candidacy. Transfer Clergy may choose to have a previous ordination affirmed, or to be ordained anew.

Transfer Clergy with 3 or more years of documentable pastoral experience and who met the basic educational requirements for ordination in their previous denominations may petition their Board of Ordained Ministry for equivalency in all proficiency areas. Boards of Ordained Ministry are reminded that equivalencies honor experience and are instructed to take into account cultural diversity in interpreting and applying the required academic standards. Following the period of Candidacy, Transfer Clergy in this category may choose to have a previous ordination affirmed, or to be ordained anew.

Credentialling for Clergy in Global Outreach Areas:

For the purposes of credentialling Global Outreach will function as an independent District, and may constitute their own B.O.M. as needed. The Board of the Ministry of Global Outreach shall function as the B.O.M. until the time that one can be established. Their standards and procedures must also be approved by the Steering Committee of the B.O.M. For some students, the Teaching Church and Supervising Clergy may be located outside the Global Outreach Area.

Credentialling for Reentering Clergy:

Persons who have previously been ordained by UFMCC and have relinquished their license to practice may reenter the process at the Candidacy stage. The B.O.M. may individualize the plan for reentry with the following stipulations: 1) If this is the first application for ordination and the person is not approved, the B.O.M. may articulate and recommend a remedial course of action. 2) If the case involves a person licensed under the previous credentialling system, automatically eligible to apply for ordination under the new system, who is not approved for ordination, the B.O.M. may again articulate and recommend a remedial course of action with a specific time-line for implementation. Upon successfully completing the remedial course of action, the person may reapply for ordination. 3) If the person is a student clergy never licensed under the previous credentialling system, pastoring an MCC congregation, and approaching the expiration of the 5 year time line under the previous credentialling system, and does not achieve ordination with the first application under the new credentialling system, s/he is considered to have "failed" the previous credentialling system and may now enter afresh the credentialling process adopted at General Conference XVII.

Extraordinary Credentialling:

For applicants who demonstrate extraordinary gifts and exceptional fruits of ministry, the Moderator of the Board of Elders may request that the B.O.M. grant an Extraordinary Credential. This should be an extremely rare occurrence and the B.O.M. may require the person to fulfill any part of the credentialling process.

Retirement:

The UFMCC recognizes as honorably retired, clergy who retire after: 1) a minimum of 25 years of active UFMCC ministry, or 2) having reached the age of 62, or 3) disabling illness, or 4) other extenuating circumstances. Clergy seeking retirement status must notify the Director of Clergy Development. Retired clergypersons may continue a limited practice of ministry by completing the annual status form signed by a local pastor or district coordinator/Administrator of Global Outreach. No minimum hours are required.

Implementation Schedule

Oct-Dec 1995

- * Old system is operation. CCCC continues to function.
- * 1995 Clergy Status forms issued with instructions.
- * Completion of new clergy manual and uniform applications, forms, certificates, and licenses.
- * List of currently ordained, licensed, student and transfer clergy and those who are registered with CCCC to all District Coordinators.
- * Issue status letters to all persons eligible for Formation, Candidacy and Ordination.
- * CCCC continues to work with District Coordinators, Global Outreach, UFMCC and Samaritan Institute for Religious Studies to prepare to implement the new system (includes work regarding evolution of District Clergy Review Committees into Boards of Ordained Ministry).
- * Brochures on the new credentialling system are completed with appropriate reviews prior to dissemination.
- * Districts outside the USA submit requested files/information to CCCC.
- * Countries outside the USA begin work with CCCC to develop written attachments for the credentialling document regarding application in each country.

Jan-Mar 1996

- * CCCC becomes the Transition Team.
- * Continue search for the Director of Clergy Development using the revised job description.
- * Any other outstanding work continues.
- Jan. * District Coordinators and Transition Team issue letter to pastors regarding Advisory and Supervising Clergy training available through Samaritan Institute for Religious Studies.
- Mar. * Training programs for Advisors and Supervising Clergy become available through Samaritan Institute for Religious Studies.
- * Samaritan Institute for Religious Studies offer Supervising Clergy Training to District Coordinators.

Apr-Jun 1996

- * Any other outstanding work continues.
- * Transition Team begins file transfer process.
- Apr. * Director of Clergy Development begins 3-month training program with Transition Team.
- May * Ethics and Theology courses are available through Samaritan.

Jul-Oct 1996

- * This is a period of PRACTICE for the Director of Clergy Development with consultation and help available from the Transition Team.
- July 1 * Transition Team becomes Director of Clergy Development consultants.
- * Director of Clergy Development assumes responsibilities.
- * Selection of Teaching Churches and Supervising Clergy is completed.
- * Files are transferred to Districts.
- Aug. * Transition Team offers Board of Ordained Ministry Steering Committee orientation and training at Leadership Conference (includes designation of judicial sub-unit).
- * Boards of Ordained Ministry begin practice runs in consultation with the Transition Team.
- Nov 1, 1996 * The Credentialling Process is fully implemented.
- * The Transition Team's work concludes.

Fee Schedule

Application for Formation	\$ 50 payable to B.O.M.
Application for Candidacy	Fee to be determined by each District
Application for Ordination	\$ 150 payable to the B.O.M.
Annual License to Practice	\$ 50 payable to the UFMCC
Clergy Manual	\$ 10 payable to the UFMCC

**UFMCC Judiciary Process
Timeline for Transition
(as of March 1996)**

- | | |
|---------------------|---|
| By 1 June 1996 | Rev. Elder Don Eastman and Judiciary Committee members prepare written guidelines, procedures and protocol for judicial operations under the new structure. Note: This will be a summary of the judiciary procedure and issues as they presently exist. |
| By 1 July 1996 | District Coordinators and Board of Ordained Ministry Chairs appoint the Judicial Representative for each District; they also identify other individuals who may be appointed to serve on District Judiciary Committees. |
| By 15 July 1996 | Rev. Elder Don Eastman and Judiciary Committee members design an orientation program for District judiciary personnel. |
| On 31 July 1996 | Orientation program for District judiciary personnel will be conducted. The program will be videotaped. The cost for this program will be covered from this year's Judiciary budget. |
| On 1 September 1996 | The new Judiciary process goes into effect. |

Guidelines for Interim Pastoral Leaders

Interim Pastoral Leaders are persons who serve the congregations as Pastoral Leaders until such time as a pastor can be called. This should be an intentional time of transition and healing for the local church, therefore it would be inappropriate in most cases for this person to become a candidate for the position of pastor.

Interim Pastoral Leaders may be credentialed clergy of the UFMCC or of another denomination or they may be qualified lay people. It is advised that this position last a maximum of two years and must be reappointed annually by the District Committee/District Coordinator/Administrator of the Ministry of Global Outreach. Chartered Churches may select a UFMCC clergyperson as their Interim Pastoral Leader without approval from the District. Background checks should be done prior to the appointment of non-UFMCC clergy.

This position does not confer the right to vote at congregational or Board meetings. The Interim Pastoral Leader may not chair the Pastoral Search Committee. Credentialed UFMCC clergy serving as Interim Pastoral Leaders retain all voting privileges, although they may choose not to vote within the congregation.

It is strongly recommended that an Interim Pastoral Leader be sought in the following circumstances:

- (A) If a long-term Pastor has died while serving the congregation,
- (B) If a long-term Pastor has just left the congregation,
- (C) If the Pastor left due to irreconcilable differences with the congregation,
- (D) In situations where the church is unable to call a pastor,
- (E) During any pastoral vacancy.

Division of Responsibilities in Credentialling Process

Local MCC:	- Endorses calling of applicant (Step 1)
Advisor:	- Has monthly contact with student throughout formation - Endorses student for candidacy after education is complete (Step 5)
Districts:	- Set standards for Teaching Churches and Supervising Clergy - Authorize Teaching Churches and Supervising Clergy - Set standards for clergy transferring from other districts
Samaritan:	- Issues Certificate of Proficiency (in most cases) - Offers proficiencies, Polity and Practices
Teaching Church:	- Provides experience and training - Endorses the Candidate for Ordination (Step 8) - Ensures that reference checks are completed
Supervising Clergy:	- Supervises candidate's training - Endorses candidate for ordination (Step 8)
B.O.M.:	- Receives Applications for Formation and Candidacy - Maintains entry files - Receives application for ordination - Defines what constitutes an active, authorized and accountable ministry - Receives annual certification forms - Issues Annual License to Practice - Acts on Extraordinary Credentials - Establishes Interview Teams - Hears Appeals

Steering Committee of the B.O.M.:

- Reviews Fellowship standards and policy. Makes recommendations to the General Council.
- Develops policies and procedures regarding the clergy files

Director of Clergy Development:

- Acts on leaves of absence
- Retirement issues
- Facilitates clergy placement
- Recruits potential new clergypersons
- Facilitates the development of the most fully functional clergy
- Provides support, resources, and educational opportunities for all clergy
- Maintains all clergy files following the point of ordination
- Chairs the Steering Committee
- Works with each B.O.M. to develop programs to recruit and develop clergy for its District.

Teaching Churches

Purpose:

The Teaching Church will be a cornerstone for the training and development of the caliber of clergy who lead us into the glorious future to which God has called us. The program should be rigorous, challenging, stimulating, and relevant. The objective is to enable the candidate to develop the skills necessary to build strong, stable, multi-faceted churches.

Criteria for becoming a Teaching Church:

- 1) They must be strong, stable, diverse congregations willing to commit resources to training clergy.
- 2) They must be approved by the District according to the standards established in that District.
- 3) They must have a District approved "Supervising Clergy" on staff.
- 4) They must reflect the multi-faceted diversity of the denomination.
- 5) They must be able to provide a wide range of ministry experience.
- 6) They should be able to assist the Candidate with finding housing and employment if necessary.
- 7) They must be able to ensure the required screening of candidates.

Supervising Clergy

Purpose:

The Supervising Clergy will serve as the primary guide for a candidate during their experiential period. We assume that supervision is pastoral, reflective, and intentional. It involves accountability, ownership, trust, evaluation, training, and development of identity for both the candidate and the supervisor.

- 1) The Supervising Clergy must be a UFMCC credentialed clergyperson with a minimum of three years of successful experience.
- 2) S/he should be a model of adequate church leadership. While this does not mean church growth alone, it does imply that the fruits of their ministry are abundant and apparent.
- 3) S/he must be able and willing to spend time each week with the candidate(s).
- 4) S/he must be committed to their own spiritual, emotional, and educational growth and development.
- 5) S/he must be willing to exercise appropriate pastoral and spiritual authority and make difficult decisions.

Filing System for Credentialling Process

<u>File:</u>	<u>B.O.M.:</u>	<u>Director Clergy Development:</u>
(1) Application to local church:		
1) 1st Endorsement from local church/pastor	X	
2) Certification from Samaritan and/or M.Div. Transcripts	X	
3) Candidacy Documentation (covenants/experiential)	X	
4) Application for Ordination (2nd Endorsement)	X	
5) Background Checks	X	
6) B.O.M.'s Decision	X	

AT THIS POINT, FILE IS TRANSFERRED TO THE DIRECTOR OF CLERGY DEVELOPMENT

7) License to Practice	X	X
8) Evaluation/Discipline Records		X
9) Relevant Correspondence		X
10) Leaves of Absence/Retirement		X

Transition for:

- 1) Currently Licensed and Ordained Clergy: Files will go directly to Director of Clergy Development.
- 2) Current Official Student Clergy names will be given to D.C.R.C. Chairs to start B.O.M. files.

Budgetary Planning for the new Credentialling Process

Impact at the Fellowship Level:

	<u>Proposed</u>	<u>Reduced</u>
Director of Clergy Development Salary	\$35,000	\$35,000
Taxes	\$ 1,800	\$ 1,800
Insurance	\$ 2,400	\$ 2,400
Support Staff Salary (1/4 Time)	\$ 8,000	\$ 8,000
Taxes	\$ 600	\$ 600
Insurance		
Office Needs	\$ 3,600	\$ 2,400
Printing	\$ 2,500	\$ 2,000
Postage	\$ 2,000	\$ 1,600
Supplies	\$ 1,500	\$ 1,500
Phone Expense	\$ 2,500	\$ 2,500
Travel Expenses	\$ 2,400	\$ -0-
Per Diem	\$ 800	\$ -0-
Lodging	\$ 1,000	\$ -0-
Miscellaneous Expenses	<u>\$ 1,500</u>	<u>\$ 1,500</u>
	\$65,600	\$59,300

Income:

* Annual License to Practice @ \$50 (suggested that local churches pay fee)	\$15,000	\$15,000
* Clergy Manual @ \$10	<u>\$ 2,000</u>	<u>\$ 2,000</u>

Adjusted Allotment

\$47,600 \$42,300

Impact at the District Level:**Income:**

Application for Formation @ \$50.00
Application for Ordination @ \$150.00

Impact on the Candidate:

Application for Formation	\$ 50
Application for Academic Cert. (Samaritan)	\$ 150
Application for Candidacy	Fee to be determined by each District
Application for Ordination	\$ 150
Annual License to Practice	\$ 50

("Proposed" is what would be ideal. "Reduced" is the minimum required.)

Questions and Answers About the Credentialling Process

Information:

1. Who would my advisor be if I am in a church without a pastor?
A: Where there is no local pastor, another endorsement may be sought. This should be from a credentialed clergy person in the UFMCC whose endorsement will be credible to the District B.O.M., or may be from the District Coordinator/Administrator of Global Outreach.
2. Who has the authority to make exceptions or grant exemptions?
A: The B.O.M. has the authority to make the system work in such a way that it achieves its purpose, which is to produce the most fully functional clergy.

Candidacy:

1. What happens while we don't have Teaching Churches?
A: If you are already in a supervisory situation, you may continue with that supervisor for the next two years (until June 1, 1997). If you do not currently have a supervisor, ask your District Coordinator for a list of likely Teaching Churches and make arrangements to begin your candidacy training with one of them.
2. What happens if I am transferring from another denomination?
A: If you have a master degree (USA) or its equivalent from an accredited theological institute you may proceed directly into the candidacy period. The District B.O.M. may require you to take some of the proficiency courses. At the end of the candidacy period you may apply to have your ordination affirmed, or to be ordained anew.

If you do not have a masters degree (USA) or its equivalent from an accredited theological institute you enter the process at the formation period. You may arrange to do your formation courses in conjunction with your year of candidacy. At the end of the candidacy period you may apply to have your ordination affirmed, or to be ordained anew.

Transfer Clergy with 3 or more years of documentable pastoral experience, and who met the basic educational requirements for ordination in their previous denominations, may petition their BOMs for equivalency in all proficiency areas. Following the period of Candidacy, Transfer Clergy in this category may choose to have a previous ordination affirmed or to be ordained anew.

3. Does each B.O.M. need to have seven members? What if my District is too small?
A: Districts that are too small to form a seven-member B.O.M. should seek to form a regional B.O.M. with another District. What each District needs is a three-person interview team to do the actual ordination interviews. The full B.O.M. only meets to set District/regional policy or to hear appeals.
4. What is the deadline for submitting ordination applications? When do ordinations take place?
A: Your district may set its own times for the B.O.M. interview teams to meet, or it may decide to allow the teams to respond to requests from candidates for interviews. The application must be submitted at least 90 days prior to the interview. Check your District requirements.
5. How can a candidate be exempted from Polity and Practics?
A: In Districts not affiliated with Samaritan USA a substitute course for Polity and Practics may be taken.

Ordination:

If I retire and give up my license to practice, may I still conduct Holy Unions or perform other pastoral duties?

- A: A retired clergy person may continue a limited practice by completing the annual status form signed by a local pastor or District Coordinator/Administrator of Global Outreach. The expectation is that this would be less than full-time, or a temporary situation.

2. If I am already ordained, when would I receive my first "license to practice"?
A: The status forms for 1995 will not be due until February 1, 1996. For this first year, the Director of Clergy Development will consider these forms and issue licenses to those in an active, authorized and accountable ministry.
3. If I am currently licensed, will I have to apply to be ordained?
A: If you are currently licensed you are considered to be eligible for an ordination interview at the next meeting of your B.O.M. Licenses issued under the previous credentialling system will expire with the completion of the herein referenced BOM meeting or on June 30, 1996, whichever date come first.
4. What is the appropriate honorific and attire for those who have been ordained?
A: Once a person is ordained they are technically clergy. It is therefore appropriate that they be addressed by the honorific Rev.'d. It should be understood however that this is NOT a title. Grammatically it is more decorous when others use this for a clergyperson than for a clergyperson to use it for themselves.

Clerical collars are "uniforms" for a particular function and should not be worn until a person is ordained and functioning in a pastoral role. Candidates for Ordination should not wear collars of any kind. Doing so implies that the church has already screened, trained and authorized this person. The church might be liable for the behavior of a person who is uniformed in a way that implies spiritual authority. It is the hope of the CCCC that the Fellowship will move away from deacons wearing collars unless they too are subject to the same training and background screening of others who are authorized to represent the Fellowship.

Ministry of Global Outreach:

1. How will this system work for Global Outreach areas?
A: For the purposes of credentialling the Global Outreach Area will function as an independent District, and may constitute their own B.O.M. as needed. The Board of the Ministry of Global Outreach shall function as the B.O.M. until the time that one can be established. Their standards and procedures must also be approved by the Steering Committee of the B.O.M. It may be that the Teaching Church and Supervising Clergy are located outside the Global Outreach Area.

Retirement:

1. What if my culture/country allows for retirement at a time other than 62 years of age?
A: For the purpose of this policy a basic age needed to be established as a guideline. It would be expected that retirement at an age other than 62 would be an acceptable "extenuating circumstance."

UFMCC Policy Regarding Clergy Files

A file will be opened by the Board of Ordained Ministry when a person submits their Application for Formation. This file will be maintained by the B.O.M. until the person is ordained. After a person has been ordained the files shall be maintained by the Director of Clergy Development. The relevant information in the clergy file is available for review by any UFMCC church or agency. The original application shall contain a limited disclosure form signed by the applicant that is permanently valid.

All official documents of the credentialling process shall be a permanent part of the file. In addition, the clergyperson may submit any supportive materials for the file. Any and all complaints regarding the conduct of a UFMCC clergyperson must be maintained as a permanent part of their file. However the clergyperson is encouraged to also submit material to represent their perspective on the complaint. Files shall also be maintained on authors of such complaints in order to track patterns of frivolous complaints.

Upon receiving a complaint the agency maintaining the file shall send a copy of the document to the affected person and to the Judiciary Representative of that person's district. Any complaint received by an Elder, District Coordinator/Administrator of Global Outreach Pastor, Board of Directors or other official representatives of the UFMCC should be forwarded immediately to the Chair of the B.O.M. who shall follow the steps outlined in the Judiciary Process.

If information from the file is requested from a non-UFMCC body or agency that body or agency must obtain a limited disclosure agreement from the clergyperson.

Proposed Job Description for the Director of Clergy Development

Mission Statement:

This position is the key to insuring that the UFMCC has the pastoral leadership necessary to carry it into the next century. In addition, with our focus on strengthening the role of Districts to empower ministry, it is essential that a full-time position be devoted to developing, maintaining and making resources available for this task.

Reports to: UFMCC Director of Administration and the B.O.M. Steering Committee

Supervises: Part-time Administrative Assistant

Hours per week: 40

Salary: \$33,000 - \$38,000 compensation package, including benefits

Benefits: Health insurance, vacation, sick pay, and holidays in accordance with current UFMCC standards for office staff.

Annual Clergy Certification: The Board of Elders

Requirements:

Masters Degree (USA) or its equivalent preferred, UFMCC active member with at least five years experience within UFMCC, proficiency in Word Perfect or similar word processing program, strong interpersonal skills, demonstrated strong administrative and/or organizational skills, ability to travel to areas outside of the United States. (Due to limited funding this job will require strong phone skills and initially less travel to these areas).

Duties include but are not limited to:

Administrrating:

- Taking action on requests for leave of absence
- Handling retirement issues and requests
- Insuring the maintenance of all clergy files after the point of ordination
- Monitoring and reviewing the credentialling system (at least once every two years)
- Preparing budget for Clergy Development
- Preparing Steering Committee reports to the General Council and General Conference
- Processing equivalency appeals
- Maintaining daily office operations
- Processing and maintaining the documents for judiciary
- Attending various B.O.M. meetings as requested
- Attending General Council meetings as required
- Chairing the Steering Committee meetings

Resourcing:

- Providing information for potential new clergypersons
- Identifying resources for the continuing education program to meet the existing and future needs of UFMCC Clergy.
- Identifying resources related to the professional development of clergy
- Developing resources to assist churches with the pastoral seach process
- Actively maintaining an accurate list of churches seeking pastors and pastors seeking churches and exchanging this information with District Coordinators, Administrator of Global Outreach, B.O.M.'s and others as needed.
- Maintaining a resource list for Clergy care and concerns
- Maintaining a compilation of proficiency standards representing the requirements of the various districts
- Compiling and maintaining a list of comparable seminaries that meet the proficiency expectations of the UFMCC credentialling process
- Pursuing up-to-date resources on clergy needs, concerns and development
- Identifying resources for available psychological and vocational testing.

Training:

- Chairing the Steering Committee meetings
- Attending various B.O.M. meetings as requested

Project: Job Description for the Director of the Department

The Department of the Interior is seeking a Director to lead the Department's efforts in the area of land management. The Director will be responsible for the overall management of the Department's land management programs and for the coordination of the Department's land management activities with other federal agencies and state and local governments.

The Director will be responsible for the overall management of the Department's land management programs and for the coordination of the Department's land management activities with other federal agencies and state and local governments. The Director will also be responsible for the development and implementation of the Department's land management policies and for the supervision of the Department's land management staff.

The Director will be responsible for the overall management of the Department's land management programs and for the coordination of the Department's land management activities with other federal agencies and state and local governments. The Director will also be responsible for the development and implementation of the Department's land management policies and for the supervision of the Department's land management staff.

The Director will be responsible for the overall management of the Department's land management programs and for the coordination of the Department's land management activities with other federal agencies and state and local governments.

- Develop and implement the Department's land management policies and programs.
- Coordinate the Department's land management activities with other federal agencies and state and local governments.
- Supervise the Department's land management staff.
- Develop and implement the Department's land management budget.
- Represent the Department in public and international affairs.
- Conduct research and development in the field of land management.
- Provide technical assistance to state and local governments.
- Monitor and evaluate the Department's land management programs.
- Develop and implement the Department's land management information system.
- Conduct public relations and outreach activities.

The Director will be responsible for the overall management of the Department's land management programs and for the coordination of the Department's land management activities with other federal agencies and state and local governments. The Director will also be responsible for the development and implementation of the Department's land management policies and for the supervision of the Department's land management staff.

The Director will be responsible for the overall management of the Department's land management programs and for the coordination of the Department's land management activities with other federal agencies and state and local governments.

Chapter 16:

Interview for Initial Licensure

Prior to the Interview

Reread "Part I: Preparation for Professional Ministry", and "Chapter 9: The Ministry of Clergy in the U.F.M.C.C."

The C.C.C.C. office will have verified the completeness of the application materials, which should include a completed application form, all required papers, and the applicants complete C.C.C.C. office file. Certification of educational and experiential readiness will come from the C.C.C.C. office. Any application which comes forward is deemed to be a complete application. D.C.R.C. members should check, however, to see that the material is in order.

When reviewing the application and papers, consider the following in making your decision:

I. Evaluation of Application Questions:

- A. Any questions about employment record?

- B. Any questions about prior church affiliation?
- C. Has the applicant served as a student clergyperson in a single M.C.C. congregation for at least one year within the last 3 years?
- D. What is the applicant's commitment to professional ministry in terms of part time/full time, willingness to move to other locations, ability to support self with other work (tent-maker ministry)?
- E. What is the applicant's loyalty and commitment to the U.F.M.C.C. in terms of tithing, agreement with our statement of faith, commitment to inclusiveness, openness to differing theological views, willingness to abide by the Bylaws and General Conference decisions?
- F. What are the applicant's future plans in terms of ministry?
- G. If any of the answers to the questions on the last page of the application are

“yes”, are the explanations satisfactory?

II. Evaluation of Academic and Experiential Requirements:

- A. Does the application contain transcripts and an academic certification from the C.C.C.C. office and do they represent satisfactory completion of all academic requirements?
- B. Does the application contain an experiential certification from the C.C.C.C. office and does it meet the one-year minimum requirement?
- C. Does the applicant's quarterly experiential documentation show adequate coverage of all topics covered in the “Checklist for Experiential Training” in Chapter 5?

III. Evaluation of Student Clergy Evaluation Forms:

- A. In what areas is the applicant rated high or low?
- B. Anything significant in the comments, or missing from the comments, about the applicants spirituality or relationship to God?
- C. Is there a consensus that this person is ready to pastor an M.C.C. congregation?
- D. In what areas does the applicant need to grow?

IV. Evaluation of Written Papers:

- A. “How Can Someone Be A Christian and A Homosexual?”
 1. Does the applicant understand the scriptural passages that supposedly condemn homosexual behavior?
 2. Does the applicant understand traditional theological arguments against homosexual behavior?
 3. Is the applicant able to competently refute (a) and (b) above?

4. Is the applicant able to articulate a positive defense of gay and lesbian Christians?

B. “Personal Statement of Faith”

1. Does the statement of faith of the applicant reflect the ecumenical, inclusive position of the U.F.M.C.C. as well as the particular theological stance of the applicant?
2. Anything contrary to the U.F.M.C.C. statement of faith?
3. Anything major omitted?
4. Any problems with any of the beliefs stated?

C. “Personal Statement of Calling to Christian Ministry”

1. Does this statement of calling reflect a well-rounded and balanced personality?
2. How does the applicants relationship with God affect her or his sense of call?
3. Does the applicant view her or his calling to ministry as an isolated, independent call or within the context of a community of faith?
4. Any problems or issues that arise?

D. “Exercise in Scriptural Exegesis and Interpretation”

1. Is the work accurate and insightful? Does the applicant know how to exegete and interpret Scripture?
2. Does the sermon idea “fit” the scriptural passage? Is it a good, contemporary proclamation of Biblical truth?

E. For transfer clergy only : “Journey of Denominational Transition”

1. Are there major differences between the applicant's former denominational experience and the U.F.M.C.C.?
2. Is the applicant able to articulate their transition from the former denomination?
3. What is the applicant's perception of the U.F.M.C.C. and professional ministry in the U.F.M.C.C.?
4. Has the applicant made an adequate transition from the previous denomination?

During the Interview

- I. Begin with prayer asking for a sense of God's presence and mutual communication and understanding.
- II. Verify eligibility of applicant, i.e., have all requirements been met?
- III. Any questions, concerns, compliments that arise from:
 - A. Application questions
 - B. Evaluation forms
 - C. "How Can Someone Be a Christian and a Homosexual?"
 - D. "Statement of Faith"
 - E. "Statement of Calling to Christian Ministry"
 - F. Exercise in scriptural exegesis and interpretation
 - G. For transfer clergy only "Journey of Denominational Transition"
- IV. Other questions to ask:
 - A. Statement of faith:
 1. How do your beliefs and theological views affect your understanding and practice of ministry?
 2. How do you relate to and deal with divergent theological perspectives and those who believe them?
 - B. Statement of calling:
 1. Why ministry rather than some other career?
 2. Why professional ministry rather than lay ministry?
 3. Why ministry in U.F.M.C.C. rather than in some other denomination?
 4. How does your sense of calling to ministry fit into your sense of the total ministry of the church?
 - C. What problems have you encountered in local church ministry? How have you dealt with them?
 - D. What do you see as your major gifts and strengths?
 - E. In what areas do you need growth? What do you need to work on?
 - F. How do you manage your time? What are your priorities and how are they reflected in your schedule?
 - G. Where do you see your ministry leading you in the future?
 - H. What are your plans if you are licensed? What if you are not?
 - I. Other questions that arise.
- V. Any questions or concerns that the applicant may have.
- VI. Ask the applicant to leave the room. Remind them to stay near by.
- VII. Discuss as a committee whether the person should be licensed:
 - A. Is the applicant able to express the Christian faith and her or his ministry?

- B. Is the applicant committed to Christ Jesus and Christ's ministry through the U.F.M.C.C.?
- C. How are the written and oral skills of the applicant? Is she or he clear and articulate?
- D. How is the applicant's spiritual awareness, maturity, reliability, and sensitivity to others?
- E. Is this person ready to pastor an M.C.C. congregation?

VIII. Come to a decision as a group.

If you cannot reach a consensus, pray and discuss more. If there is not a unanimous positive vote, the person is not licensed. **Write down why licensing is not appropriate at this time - please be specific.** The person will get a copy of this later.

IX. Call the applicant back into the room.

Explain the decision and why. Whether the decision is affirmative or negative, it is usually wise to pray again with the candidate. Give a closing observation. Do any appropriate ministering. Remember the stress level of the candidate.

After the Interview

- I. Complete the "District Clergy Review Committee Action" form.
- II. Write a follow-up letter, which shall be given to the applicant **the day of the interview**.
 - A. If the decision was affirmative, the letter should affirm the gifts and strengths, as well as point out the areas of needed growth.
 - B. If the decision was negative, **thoroughly explain why**. Indicate whether it was a unanimous or divided vote. This letter must also explain that the candidate has the right to appeal within 30 days.

- C. If the candidate came with a positive recommendation from their pastor and the decision is negative, the pastor shall be invited to an interview to discuss the material presented to the candidate.

III. Send copies of the letter and of the action form to the C.C.C.C. office, the D.C.R.C. members, and the District Coordinator. Make sure to return all application materials and files to the C.C.C.C. office within 15 days.

Chapter 17: Interview for Relicensure

Prior to the Interview

Reread "Part I: Preparation for Professional Ministry", "Chapter 9: The Ministry of Clergy in the U.F.M.C.C.", and "Chapter 11: Relicensure".

Applications and supportive materials for relicensure are sent to the C.C.C.C. office. The C.C.C.C. office then gives to each D.C.R.C. member a copy of the complete application for each candidate. The D.C.R.C. members, by way of the D.C.R.C. chair, should receive these materials in sufficient time prior to the interview to thoroughly read and process them.

Evaluate the applicant's application for relicensure in its various sections:

- I. Evaluation of continuing U.F.M.C.C. history:
 - A. Where has the applicant served since her or his last licensing review?

- B. Have they relocated since the last licensing review? If so, why?

II. Evaluation of clergy evaluation forms:

- A. In what areas was the applicant consistently rated high or low?
 - B. Any problems or issues that arise?
 - C. What does this person need to work on?

III. Evaluation of statement of intent and commitment:

- A. Is the applicant willing to serve in a different location?
 - B. What are her or his continuing educational plans?
 - C. What are her or his hopes and plans?

IV. Evaluation of academic work:

- A. How has this person continued her or his ministry training since last D.C.R.C.

interview?

- B. Has the training been formal instruction or informal, personal instruction?
- V. Evaluation of required essays for first and second relicensures. (See Chapter 11.)
 - A. Did the applicant adequately respond to the assignment?
 - B. Does the applicant's essay reflect an accurate and perceptive understanding of the U.F.M.C.C. and ministry in the U.F.-M.C.C.?

During the Interview

- I. Begin with prayer asking for a sense of God's presence and mutual communication and understanding.
- II. Questions, concerns, and compliments about continuing U.F.M.C.C. history:
 - A. What has been the effectiveness of your ministry since your last licensing review?
 - B. Have you relocated since your last licensing review? If so, why?
 - C. Where have you been particularly successful or felt yourself grow in wisdom and in spirit?
 - D. What problems have you encountered? How have you handled these problems?
- III. Questions, concerns and compliments about evaluation forms:
 - A. Compliments on high ratings
 - B. Concerns about low ratings
 - C. Questions about divergent evaluations
 - D. Any problems or issues that arise
 - E. What do you need to work on?
- IV. Questions, concerns and compliments about statement of intent:
 - A. What factors come into play about your willingness/unwillingness to move?
 - B. Questions about continuing education plans? Is more concreteness and direction needed?
 - C. Compliments and concerns about expressed hopes and plans? Are they realistic or is the applicant selling herself or himself short?
- V. Questions, concerns and compliments about academic work:
 - A. How has your academic work helped you in your ministry?
 - B. Where do you need continued academic growth?
- VI. Questions, concerns and compliments about required essay for first and second relicensure.
- VII. Other questions about applicants ministry:
 - A. What do you enjoy most in your pastoring/ministering? What is least enjoyable? What is difficult for you?
 - B. How do you manage your time? What are your priorities and how are they reflected in your schedule?
 - C. How have your faith and beliefs changed over the course of your ministry?
 - D. Has your sense of calling to ministry changed, grown, shifted or been clarified during your ministry?
- VIII. What are your plans for ordination?
- IX. Any questions or concerns that the applicant may have.
- X. Ask the applicant to leave the room. Remind them to stay near by.

XI. Discuss as a committee whether this person should be relicensed:

- A. Is this person growing in her or his identity as a professional Christian minister?
- B. Has this person shown that she or he is able to competently pastor an M.C.C. congregation?
- C. Any major problems, i.e., deficiencies in training; recurring problems; pending burnout; etc.?

XII. Come to a decision as a group.

If you cannot reach a consensus, pray and discuss more. To be relicensed, an applicant must receive at least two affirmative votes out of three. Write down reasons for any "no" votes.

XIII. Call the applicant back into the room.

Explain the decision and why. Whether the decision is affirmative or negative, it is usually wise to pray with the applicant, thanking God for help in dealing with any problem areas. Give any closing observations. If the decision was no, tell the person that she or he may appeal in writing or audio tape to the chair of the C.C.C.C. within 30 days.

vote. This letter must also explain that the candidate has the right to appeal within 30 days.

III. Send copies of the letter and of the action form to the C.C.C.C. office in Los Angeles, the D.C.R.C. members, and the District Coordinator. Make sure to return all application materials and files to the C.C.C.C. office within 15 days.

After the Interview

I. Complete the "District Clergy Review Committee Action" form.

II. Write a follow-up letter, which shall be given to the applicant **the day of the interview**. (Space is provided on the D.C.R.C. Action Form for this letter.)

- A. If the decision was affirmative, the letter should affirm the gifts and strengths, as well as point out the areas of needed growth.
- B. If the decision was negative, **thoroughly explain why**. Indicate whether it was a unanimous or divided

Chapter 18:

Guidelines for Ordination Interview Teams

Who are the Ordination Interview Teams?

The Ordination Interview Teams are comprised of the District Clergy Review Committee chairs of all the current districts in the U.F.-M.C.C. The C.C.C.C. assembles these Chairs into teams of three and designates one as the chair of the team.

General Instructions

- A. The members of an Ordination Interview Team (3 D.C.R.C. Chairs) will have had an opportunity to have reviewed the applicant's entire ministerial file.
- B. Three (3) hours will be scheduled for the interviewing process of each applicant.
- C. Begin with and **maintain** for each interview a prayerful and professional attitude and environment.

- D. **Please remember:** Your function is not solely affirmative but carefully **evaluative**.

The Applicant's Theological Perspective

Questions to be asked regarding the applicant's theological perspective: (The interview team should have procured the applicant's initial licensure papers regarding the applicant's statement of faith and calling)

- A. Share with us reflections on your theological perspective when you were initially licensed and changes that have occurred since that time in such areas as:
 - 1. Nature of God
 - 2. The Bible as divine inspired word of God
 - 3. Christology
 - 4. Doctrine of the Holy Spirit
 - 5. Justification

6. Sanctification
 7. Community of the church
 8. Nature and place of prayer and worship in the church
 9. Social concern and mission
- B. How has this affected your acceptance of the U.F.M.C.C. statement of faith?
- C. How has your growth affected your:
1. Approach to and functioning in the ministry?
 2. Approach to and functioning in the community?
- D. How do you relate to and deal with divergent theological perspectives and those who believe them?
- E. Is there anything you would like to mention regarding this subject that we have not discussed yet?

Evaluation of the Candidate's Ministry

- A. Evaluate areas of strength and areas of growth in your ministry since being licensed.
- B. Time management and priorities in your ministry?
- C. Where do you see your ministry leading you in the U.F.M.C.C.?
- D. Question the applicant on any pertinent information contained in the evaluation letters and forms from pastors and other evaluators.
- E. Where do you need further growth?
- F. Is there anything you would like to mention regarding this subject that we have not discussed yet?

Evaluation of Ministry

Ministry is made effective not only by knowledge and skill but by the personhood of those who minister. The following are suggested as criterion by which we may give feedback to each other regarding the impact of personal dynamics on our individual ministries.

Evaluation of the candidate's characteristics and qualities for effective ministry:

A. Self Awareness:

1. Is self-evaluative
2. Receives criticism well
3. Receives affirmation well
4. Demonstrates being secure within self
5. Has come to terms with his or her self image as a clergyperson
6. Knows own strengths and weaknesses
7. Has outlets for handling stress

B. Relations to Others:

1. Reaches out to others in and out of the church regardless of gender, race, age, social status, etc.
2. Responds with warmth and concern
3. Is able to share self openly with others
4. Listens with patience and understanding
5. Respects persons who hold different opinions
6. Enjoys people
7. Personal behavior is consistent with professed beliefs
8. Demonstrates flexibility in responding to differing situations

9. Has constructive ways of dealing with anger

C. Openness to Growth:

1. Seeks and welcomes feedback
2. Is continuing to develop a clear theological and Biblical understanding of the Christian faith
3. Admits lack of knowledge and skill with grace
4. Learns from experience
5. Seeks and accepts new ways of doing things

D. Loyal to the Call to Ministry, the Mission of the Church, and the Fellowship:

1. Is committed to the Gospel
2. Is enthusiastic and positive about ministry
3. Is committed to the mission of the U.F.-M.C.C.
4. Supports the programs and procedures of the Fellowship

E. Organized and Intentional:

1. Is punctual
2. Fulfills responsibilities
3. Is decisive
4. Is self-initiating

F. Personal Faith Development:

1. Strives to grow in a personal understanding and relationship with God
2. Reflects theologically on the church's ministry, mission, and program
3. Communicates to others the reality of the presence of God

G. Issues of Trust:

1. Has integrity
2. Keeps financial commitments
3. Is trusted by the community at large
4. Regards private conversations as a trust
5. Recognizes and acknowledges contributions of others

H. Integration of Personal and Professional Life:

1. Builds time into schedule for spouse, friends, family
2. Gives attention to personal health
3. Values and uses leisure
4. Provides time to be away from the job
5. Is balanced in time usage between professional and personal life

Evaluation and Decision

- A. Ask the applicant to leave the room and remind them to stay near by. Then thoroughly discuss the interview with one another.
- B. If during your discussion it is obvious that more time is needed for more information or to clarify a point, call the applicant back into the room for further interviewing.
- C. Take a vote on final action to be taken and be sure to fill out the necessary forms regarding your action. To be ordained the applicant must receive a majority vote by the Ordination Interview Team.
- D. Call the applicant back into the room and inform her or him of your decision. Give a complete explanation to the applicant as to why the request was not granted if that was the decision of the team, or why the decision was yes. Explain the appeal process to the applicant if the answer was no.

- E. If the decision was favorable, be sure to report the name to the chair of C.C.C.C. so that it can be reported to the clerk of the Board of Elders for presentation at General Conference.
- F. Write a follow-up letter, which shall be given to the applicant **the day of the interview**.
 - 1. If the decision was affirmative, the letter should affirm the gifts and strengths, as well as point out the areas of needed growth.
 - 2. If the decision was negative, thoroughly explain why. Indicate whether it was a unanimous or divided vote. This letter must also explain that the candidate has the right to appeal within 30 days.
- G. Send copies of the letter and of the action form to the C.C.C.C. office, the Ordination Interview Team members, and the District Coordinator. Make sure to return all application materials and files to the C.C.C.C. office within 15 days.

GLAD- BOM

ST. JOHN'S METROPOLITAN COMMUNITY CHURCH

Post Office Box 5626 • Raleigh, North Carolina 27650-5626 • 919-834-2611 • W. Wayne Lindsey, Sr. Pastor

19APR96

TO: **BOM Team A**
Marge Ragona
Barry Hundley
Mick Hinson
Cindy Walker

FROM: W. Wayne Lindsey, Chair of Team A

Dear Folks:

I am looking forward to seeing you in Nashville next month. I hope you are well. Please be advised for the revised schedule for our Team which is shown below.

Wednesday, 15MAY

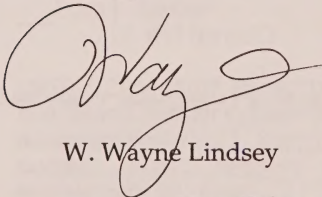
9:00 to 10:30	No interview scheduled for Team A
10:30 to 12:00	Rev. Helene Loper
12:00 to 2:00	Lunch
2:00 to 3:30	Rev. John Hankins

Thursday, 16MAY

9:00 to 10:30	Rev. Emily Bel	(Marge will chair)
10:30 to 12:30	Susan Tedder	
12:30 to 2:00	Lunch	
2:00 to 3:30	Rev. Patricia Volker	

Thanks for your support and keep up the good work!

Yours,



W. Wayne Lindsey

cc: Rev. Helene Loper
Susan Tedder
Rev. Emily Bel
Rev. Christine Oscar

Ordinand Evaluation Form

PLEASE, PRINT OR TYPE ALL INFORMATION

revised May, 1996

UFMCC/GLAD/BOM

Applicant's

Name: _____

Date: _____

Evaluation

By: _____

Home Phone: (____) ____ - ____

Home

Address: _____

street

apt. no. _____

city _____

state _____

zipcode _____

PLEASE READ CAREFULLY BEFORE PROCEEDING WITH THIS EVALUATION:

The above named applicant feels called by God to serve within the U.F.M.C.C. as a professional minister of the Word and Sacraments. The U.F.M.C.C. Bylaws explain the responsibilities of clergy in this way:

"In accordance with their call, clergy shall administer the Rites and Sacraments of this Fellowship and be teachers and preachers of the Faith to the end that the world may believe and the Church might be renewed, equipped, and strengthened in its ministry."

As you consider recommending this person for ordination as clergy within the U.F.M.C.C., please evaluate her/him using the questions below. Base your evaluation on your own observations and knowledge of the applicant's skills in the following areas on a scale from "Excellent" to "Unacceptable." **Please indicate the extent of your observations and knowledge in the area to the right and DO NOT evaluate in an area where those are "None."** We encourage you to send under separate cover directly to the Board of Ordained Ministry Chair any comments, observations, letters of commendation or concerns.

(Check one):

___ Teaching Church Board Member

___ Supervising Pastor

___ Local Church Board Member
(if different)

___ Local Pastor
(if different)

___ Former Supervising Pastor
(if applicable)

___ Former Pastor
(if applicable)

___ District Coordinator

___ Former District Coordinator
(if applicable)

___ Self

~~(NOTE: "Board of Directors Evaluations and Endorsements" are intended to be from the Board Members that have experience working with the applicant. They are not necessarily still Board Members at the time of the evaluation. Likewise, all current Board Members might not have had enough experience to warrant an evaluation by them.)~~

Signature of Evaluator: _____

Date: _____

Applicant's Name _____
Address _____
City _____
State _____
Zip _____
Date _____
Type of Case _____
Ref. No. _____

1. Description of the property and its location. State the location of the property in relation to the nearest street, highway, or other landmark. Also state the area of the property in acres or square feet.

2. Description of the improvements on the property. State the type and condition of the buildings, structures, and other improvements on the property. Also state the age and estimated value of the improvements.

3. Description of the use of the property. State the present and proposed use of the property. Also state the zoning classification of the property.

4. Description of the surrounding area. State the type and condition of the surrounding area. Also state the zoning classification of the surrounding area.

5. Description of the property's location relative to the nearest street, highway, or other landmark. State the distance and direction from the property to the nearest street, highway, or other landmark.

6. Description of the property's location relative to the nearest public utility. State the distance and direction from the property to the nearest public utility.

7. Description of the property's location relative to the nearest school, church, or other public building. State the distance and direction from the property to the nearest school, church, or other public building.

8. Description of the property's location relative to the nearest airport, harbor, or other transportation facility. State the distance and direction from the property to the nearest airport, harbor, or other transportation facility.

Area and written comments: PLEASE FEEL FREE TO USE THE LAST PAGE (#6) OR ADDITIONAL PAGES IF NEEDED TO COMPLETE YOUR RESPONSES.	Evaluation: 1:Excellent 2:Good 3:Fair 4:Poor 5:Unacceptable 6:Unknown						Extent of knowledge 1:Much 2:Some 3:None		
	1	2	3	4	5	6	1	2	3

1. How well does this person meet the responsibilities of a clergyperson in:

A.Preaching/Public Speaking?									
Comments: 									
B.Celebrating Holy Communion?									
Comments: 									
C.Other Worship Leadership?									
Comments: 									

D. Resolving Conflicts? <i>Conflict Resolution</i>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
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E. Teaching?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
Comments: 											
F. Sensitivity <i>to</i> People?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
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G. Leadership?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>										
Comments: 											

H.Administrative/Organizational Skills?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> </tr> </table>								
Comments: 									
I.Ability to work in the Community-at-large?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> </tr> </table>								
Comments: 									
J.Openness to other backgrounds ^{backgrounds} /perspectives?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%; height: 20px;"></td> </tr> </table>								
Comments: 									

2. What reflections do you have about this person's ~~a) spirituality~~ ^{b) intimate} ~~b) intimate~~ ^{c) relationship with the congregation} ~~c) relationship with the congregation~~ ^{d) relationship with the Lesbian/Gay/Bi/Trans Community} ~~d) relationship with the Lesbian/Gay/Bi/Trans Community~~ ^{e) relationship with the Christian community in general} ~~e) relationship with the Christian community in general~~ ^{f) relationship with the secular and/or professional community?}

response to question 2 continued: _____

3. In your opinion, is this person ready/able to pastor an M.C.C. congregation and would you be willing for her/him to be your pastor? Why?

4. What do you see as specific areas of strength in this person?

5. What do you see as specific areas of needed growth for this person?

6. Any additional comments:

PLEASE RETURN THIS FORM TO THE APPLICANT A.S.A.P. THEIR APPLICATION DEPENDS UPON IT.

BY-LAW CHANGE PROPOSAL
AND
SECONDARY AMENDMENT TO BY-LAW CHANGE PROPOSAL #13.

[NOTE: THIS WILL REQUIRE THE RULES TO BE SUSPENDED TO ALLOW CONSIDERATION OF A BY-LAW AMENDMENT PROPOSAL TO COME FROM THE FLOOR]

[I move that we suspend the rules temporarily for the purpose of amending the U.F.M.C.C. By-Laws to include the process for appointing and electing the District Boards of Ordained Ministry and for the purpose of amending the U.F.M.C.C. By-Laws to accurately define the denominations position on clergy transferring their credentials and clergy from other denominations serving in the U.F.M.C.C. but not in the process of transferring their credentials.]

By-Law Article V.C. Page 16, Lines 12-15

Include:

4. BOARD OF ORDAINED MINISTRY: The District Board of Ordained Ministry shall consist of a Chair, a Vice Chair appointed by the District Committee and are U.F.M.C.C. Ordained Clergy and at least five (5) other U.F.M.C.C. Ordained Clergy elected by the District's Clergy House.
5. item 4. "RESERVATION OF POWERS" becomes item 5.

RATIONALE: It is appropriate that the District Boards of Ordained Ministry, as is the Clergy Credentials and Concerns Committed now, be comprised of duly elected or appointed clergy.

Secondary Amendment to Proposed By-Law Amendment 13 sponsored by the C.C.C.C.

By-Law Article IV.A.2. Page 7, Line 23 - Page 8, Line 30

Replace with:

2. CANDIDATES FOR ORDINATION, AND CLERGY ORDAINED BY OTHER DENOMINATIONS BUT NOT CANDIDATES FOR U.F.M.C.C. ORDINATION: Only U.F.M.C.C. Ordained Clergy shall wear clerical collars and vestments of any kind when functioning in the capacity of Candidate for Ordination or other U.F.M.C.C. service. If they hold ordination in another denomination, whenever their name appears in print in connection with U.F.M.C.C. they shall be accorded the honorific title "Reverend," but shall also be designated as either "Candidate for U.F.M.C.C. Ordination" or have their ordaining body listed if they are not a candidate.

RATIONALE: Clerical collars and vestments are "uniforms for a particular function within the denomination and should not be worn within the denomination until a person is ordained by the denomination and functioning in an accountable pastoral role in the denomination. Doing so implies that the denomination has already screened, trained, and authorized this person. The church might be liable for the behavior of a person who is uniformed in a way that implies spiritual authority. It is the hope that the fellowship will move away from anyone who is not authorized to represent the fellowship from wearing collars or vestments unless and until they too are subject to the same training and background screening as are U.F.M.C.C. Ordained Clergy. (i.e.- the Reverend Jane Doe, Southern Baptist, or the Reverend John Doe, Candidate for U.F.M.C.C. Ordination)

